



American Embassy, Manama ♦ Human Resources Office

JOB VACANCY ANNOUNCEMENT PROCUREMENT AGENT

Announcement Number: 12-02

OPEN TO: All Interested Candidates
POSITION: **Procurement Agent** (Position Number 100119)
OPENING DATE: Monday, January 09, 2012
CLOSING DATE: Monday, January 23, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: *Based on a full-time, 40-hour work week*

-For persons Ordinarily Resident (OR*) in Bahrain: Training Level/**FSN-06**: BD 7,514/year (BD 626.167/month) starting salary, including allowances.

Note: The selected candidate will undergo one year of in-house developmental training, after which will be eligible for promotion to the full position grade of **FSN-07**.

Applicants ordinarily resident in Bahrain must possess Bahraini government work and/or residency permits to be eligible for consideration.

- For Appointment Eligible Family Members (AEFMs*) and persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade FP-08; salary is in U.S. Dollars based on the U.S. pay plan. See the HR section for more details.

Note: The selected candidate will undergo one year of in-house developmental training, after which will be eligible for promotion to the full position grade of **FP-07**.

All FP position grades are determined by HR in Washington DC

**BENEFITS FOR
(OR) EMPLOYEES:** Excellent working conditions; 5 days a week; annual pay for performance increase; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 22 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development; sponsorship for employee and immediate family.

The American Embassy in Manama is seeking a candidate for employment as the Procurement Agent in the Embassy's General Services Office (GSO).

BASIC FUNCTION OF THE POSITION

Local and overseas procurement of supplies and services using purchase orders, petty cash, government purchase card, blanket purchase agreements, contracts and other Federal and Department of State (DOS) simplified acquisition methods. Exercises considerable business analysis, judgment, and initiative in determining the best purchase method, source of supply and shipping options. Is the in-house expert on the procurement (Ariba) modules of the Integrated Logistics Management System (ILMS). Must have a firm grasp of the best vendors in terms of availability, price and quality.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office at 1724-2937.

QUALIFICATIONS REQUIRED

*Note: **Items 1-5 are ALL REQUIRED.** All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item*

- 1. Education:** A Bachelor's degree is required.
- 2. Experience:** At least two years of professional experience working in a contracting or procurement position in a high-volume customer-service environment is required.
- 3. Language:** Level III (proficient) written/spoken English (will be tested) is required.
- 4. Knowledge:** Good knowledge of local market conditions and commercial best practices is required. Organizational expertise needed to determine logical steps and budget time in order to meet deadlines is required.
- 5. Abilities & Skills:** Strong English language skills-- structure, composition, spelling, and grammar in order to draft written documents effectively is required. Excellent written and oral communication skills to effectively communicate with Embassy employees and vendors is required. Must have advanced proficiency with Microsoft Office Suite applications. Must have time management skills to prioritize, organize, and accomplish workload. Ability to work independently and effectively with minimum supervision is required. Ability to provide excellent customer service and to work effectively in a team environment is required. Must have solid mathematical skills. Flexibility, dependability and attention to detail are imperative and required. Must have strong interpersonal skills to develop cooperative working relationships. Ability to work under pressure is required; a valid U.S. or Bahraini driver's license is required. Ability to use on-line systems for research. Ability to learn and utilize appropriate U.S. Government FAM/FAH regulations is required. Ability to lift or carry up to 25 lbs is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs*) and U.S. Veterans will be given preference. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post. A candidate must meet all the aforementioned criteria to be selected.

ADDITIONAL SELECTION CRITERIA

1. Must be able to pass a pre-employment medical examination.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current Not Ordinarily Resident employees hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Applicants who claim EFM or MOH* status must include in the cover letter accompanying their application that they are claiming EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member.
2. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
4. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
7. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Vacancy Announcement # 12-02
U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain
Telephone: 17-242-700 /Fax: 17-242-807
E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

Ordinarily Resident (OR): A Foreign National or U.S. Citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

CLOSING DATE FOR THIS POSITION IS MONDAY, JANUARY 23, 2012

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political

affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: MGT: DStoian, Cleared: RHRO: VSmith, FMO: AMonetta, A/GSO: DMuffley